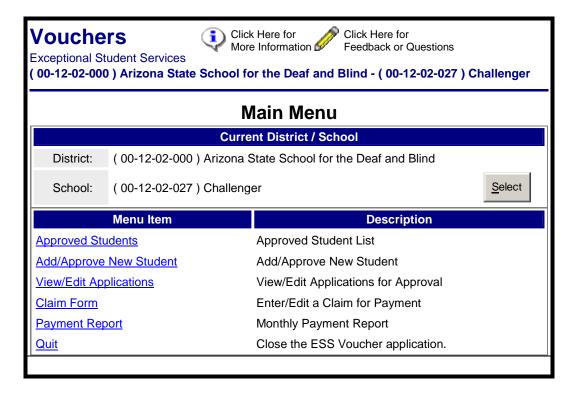
Instructions for On-Line Voucher Application

Direct questions to: Lori Damanti (602) 542-3303 Idamant@ade.az.gov

For assistance with technical matters related to the on-line voucher application contact the Regional Training Center in your area.

Northern Arizona RTC (888) 394-1377 San Simon RTC (866) 830-5128 Tempe RTC (480) 965-3366 Tucson RTC (520) 225-4959

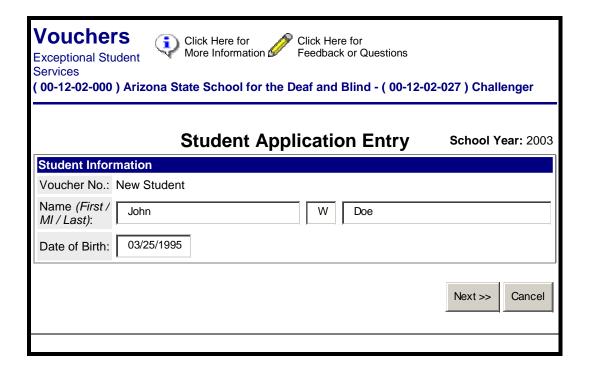
- Access the Arizona Department of Education's Common Logon Web Site http://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon.
- Enter User Name and Password and Click "Continue".
 Note: Contact Lori Damanti if you do not have a Common Logon Account.
- Click on ESS Vouchers.
 Note: Contact Lori Damanti if ESS Vouchers is not included in the list of applications
- Click on "Select" and choose a school.



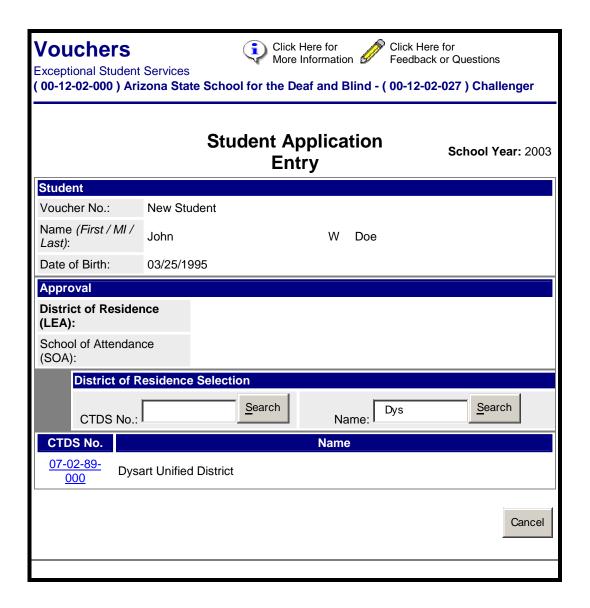
Approved Students: Use this link to search for students who are approved or to create a list of all approved students

- Click on "Approved Students".
- Enter Voucher Number or Student's Last Name and click "Search"
- Alternately, Click on a letter to search for all students with a last name that begins with that letter or click "ALL" to see a list of all approved students.

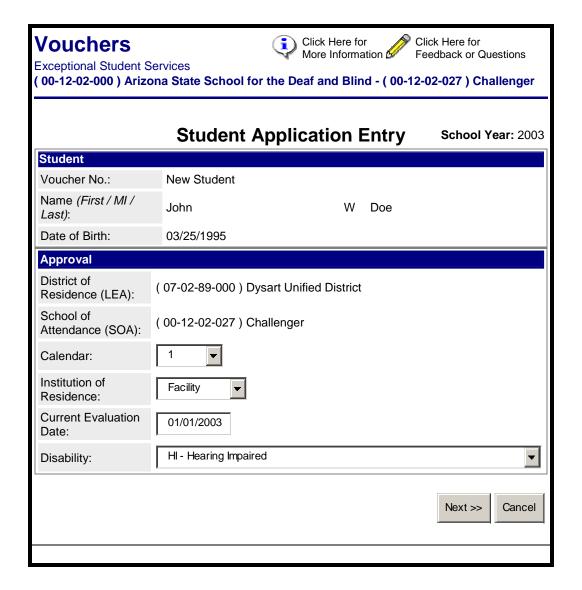
Add/Approve New Students: use this link to add new students for pending approval by Exceptional Student Services (ESS).



- Click on "Add/Approve New Students".
- Enter student's First Name, Middle Initial, Last Name and Date of Birth.
 Note: Date of Birth must be formatted as follows: MM/DD/YYYY
- Click on "Next".



- Enter the CTDS number or Name of the student's District of Residence. (The student's home school district)
- Use the search feature to find a CTDS number or district name.
- Click on the blue CTDS number in front of the name of the District of Residence.
 - Note: The district's CTDS number will always end "000"
- Enter the student's School of Attendance. (The school in which the student is attending.)
- Enter the CTDS number or Name of the student's School of Attendance
- Use the search feature to find a CTDS number or school name.
- Click on the blue CTDS Number in front of the name of the School of Attendance.



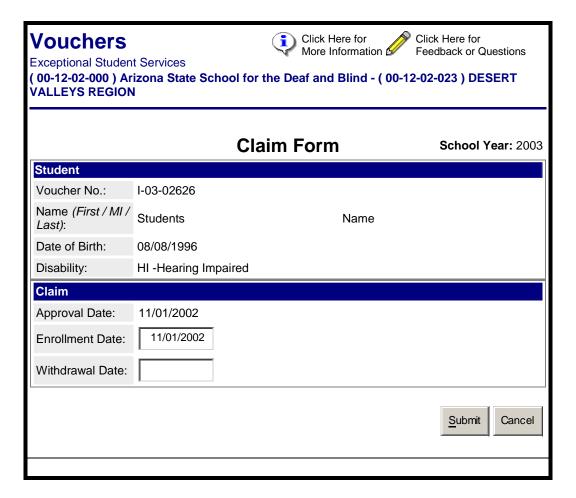
- Calendar –Choose the calendar track for the student from the drop down menu.
- Institution of Residence Choose "Home" or "Facility", depending on where the student resides.
- Current Evaluation Date Use date format: MM/DD/YYYY
- Disability Choose the students disability from the drop down menu
 Note: For MD, also choose the primary and secondary disability.
- Click "Next"
- Validate the displayed information.
- Click "Submit"

View/Edit Applications: use this link to view and/or edit information for students that have been entered, but are pending approval by ESS.

- Click on "View/Edit Applications".
- Click "ALL", or search by name or first letter of last name.
- Click "New Student" and then "Edit" if it is necessary to make changes.
- See "Add/Approve New Students" above for detailed instructions.

Claim Form: use this link to enter enrollment and/or withdrawal dates for approved students who have a change in enrollment. Note: all claim forms must be submitted by the 10th of every month in order to be processed that month. Any claims submitted after the 10th of the month will be processed the following month.

- Click on "Claim Form".
- Click "ALL" to receive a full list of all students who have approvals, or search by voucher number, students name, or first letter of their last name.
- Click on the blue Voucher Number in front of the student's name.



- Enter date that the student enrolled in educational services at your facility and/or the date that the student withdrew.
 - Note: Date format: MM/DD/YYYY
- Click "Submit".
- Continue entering enrollment/withdrawal dates for each approved student with changes to their enrollment.

Payment Report: use this link to view and/or print your payment reports.

- Click on "Payment Report".
- Click on "Print".

Quit: Use this link to leave the ESS Voucher application and return to the Common Logon application access menu.

• Click on "Quit".